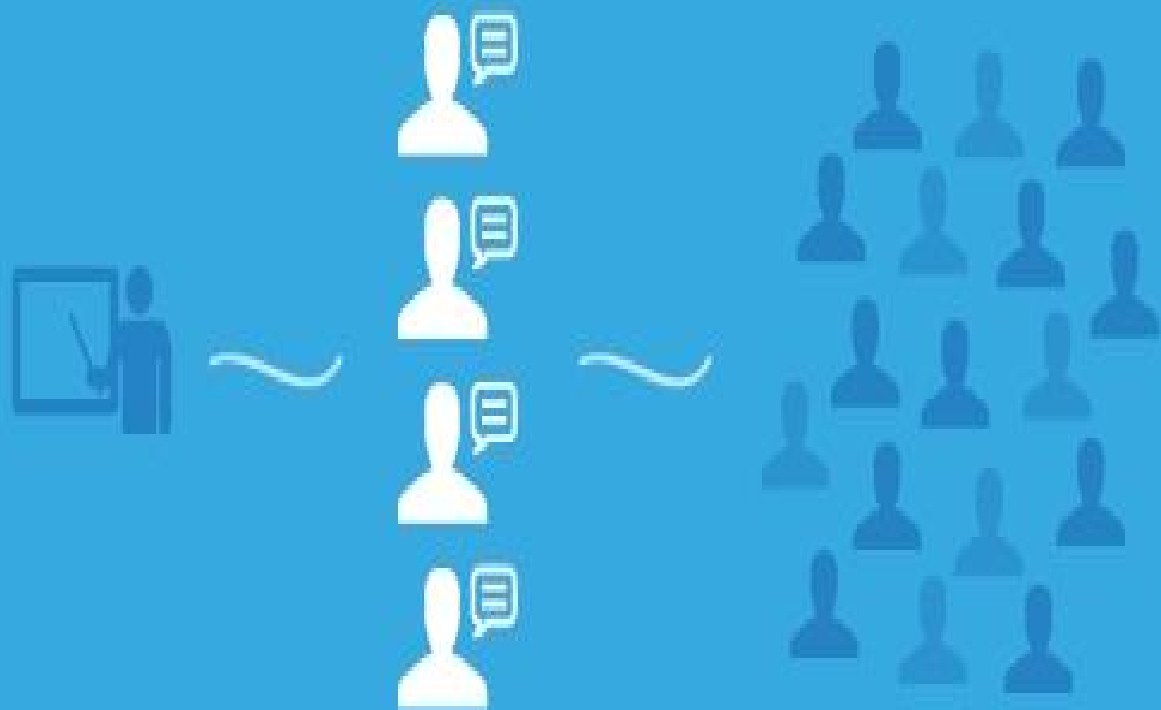


# TRAIN THE TRAINER



# Competency

$$C=S+K+A+A$$

S=Skill

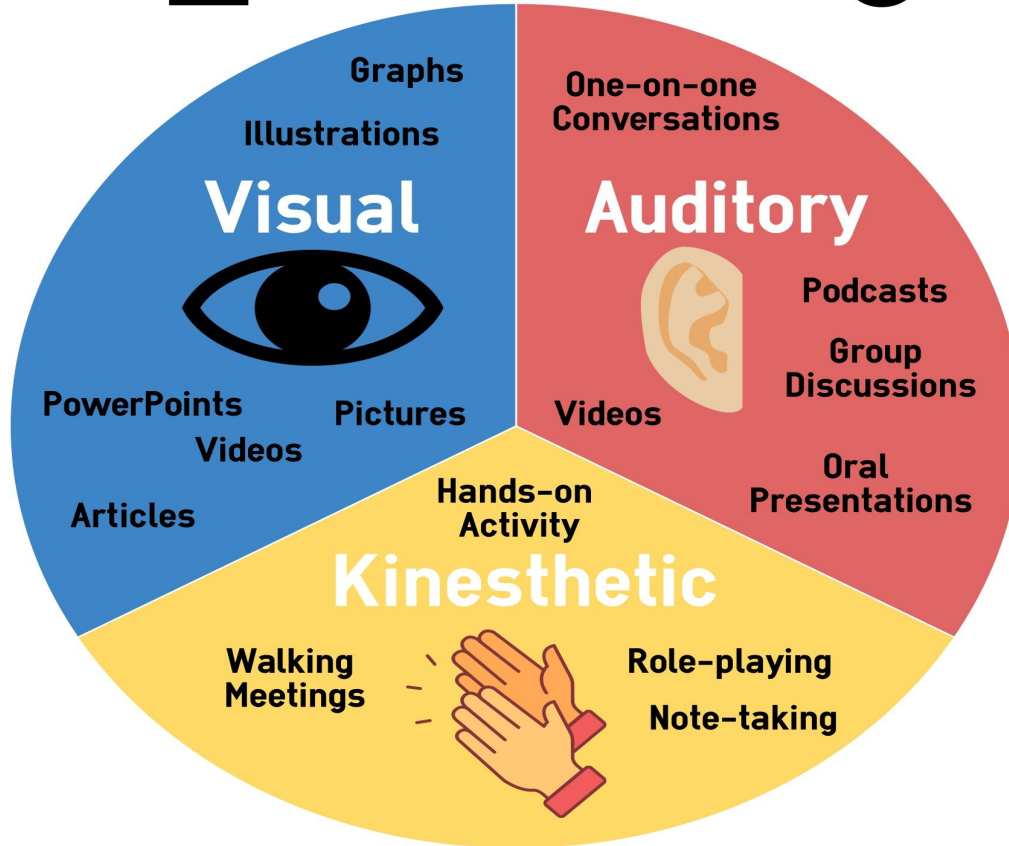
K=Knowledge

A=Ability/Aptitude

A=Attitude



# LEARNING STYLES



"Increase  
Confidence"

"Transfer  
Knowledge"

"Transfer  
Skills"

***What's the purpose  
of training?***

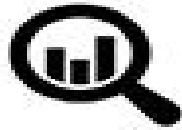
"Share  
Ideas"

"Awareness"

"personal  
Development"

Click the tabs

**A**



**ANALYSIS** of needs, requirements, tasks, participants' current capabilities

**D**



**DESIGN** learning objectives, delivery format, activities & exercises

**D**



**DEVELOP** – Create a prototype, develop course materials, review, pilot session

**I**



**IMPLEMENTATION** Training implementation, tools in place, observation

**E**



**EVALUATE** Awareness, knowledge, behaviour, results

# Presentation Skills



### **Structure**

Have a logical order: introduction, middle with your main points & a conclusion

### **Practice**

Practice beforehand in front of a mirror, with a recorder or in front of a friend

### **Body Language**

Smile, make eye contact, stand up straight & move around a bit.  
Don't hide behind the podium!

### **Notes & Handouts**

Have brief notes on postcard sized cards. Have a handout that the audience can take away afterwards

## **PRESENTATION SKILLS**

Bruce Woodcock, bw@kent.ac.uk  
University of Kent Careers

### **Speech**

Speak clearly, confidently, concisely & not too fast. Use everyday language rather than jargon

### **PowerPoint**

Keep slides clean & simple. Don't have lots of text on each slide. Use charts, diagrams & pictures

### **Interaction**

Build a rapport with your audience. Get them involved by asking & encouraging questions. Use humour if appropriate

### **Nervousness**

It's normal to be a bit nervous: this helps make you more energised. Preparation & practice will reduce nerves!